

**NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
Job Vacancy Announcement**

REQUISITION NO: **DODE71811536**

DATE POSTED: **02/29/16**

POSITION NO: **243166**

CLOSING DATE: **03/11/16**

POSITION TITLE: **Maintenance Technician**

DEPARTMENT NAME / WORKSITE: **DODE/ Navajo Head Start - Kayenta, AZ**

WORK DAYS: **Monday - Friday**

REGULAR FULL TIME: ☒

GRADE/STEP: **AD60A**

WORK HOURS: **40 hrs/Week**

PART TIME: ☐

NO. OF HRS./WK.: _____

\$ **29,993.60** PER ANNUM

SEASONAL: ☐

DURATION : _____

\$ **14.42** PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Works on general maintenance and carpentry: cabinet making and installation, walls, framing/casing (windows/doors), places/replaces doors, shelves, and flooring, roofing, and garage doors; install/repairs/replaces plumbing pipes, water lines, and drainage/drainage system; places, replaces, maintains tubs, sinks, toilets, including, fixtures, valves, and faucets. Work on surfaces: sanding, scraping, patching, priming, texturing, prepares/mixes paint to paint/repaint, mix and applies plaster. Installates, alterates, maintains, and repairs wiring systems, electrical fixtures and equipment; places/replaces/repairs water coolers, blower motors, refrigerators, stove, other appliances, etc...; places/replaces/repairs heating ventilations and air conditioning units-its parts and equipment; places, replaces, light bulbs, globes, filters; complete routine inspections and checking: freon pressure, removes/recycle refrigerant, fans, condensers, wiring, and etc...; inspect damages to determine scope of work; maintains materials and supplies inventory to estimate need to complete work; rekeys and masters all locks; clean, and repair all tools and equipment; performs on-call emergency duties major outages sewer backups, etc.; provides cross-training and acquires cross-training from other trade areas; installs security alarm systems; winterizes and summerizes heating units and air conditioners; provides preventive maintenance and troubleshooting; locates has or water leaks; checks units for proper operation; maintains and upkeeps maintenance program through scheduled inspection and servicing of equipment, housing, and facilities; maintains a clean and safe work environment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) years of general building maintenance experience in one or more trades area.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license,
- Prior to Employment, must have valid CPR/1st Aid Certifications, a Physical Evaluation and Tuberculosis Skin Test

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of current practices, methods, materials, and tools of variety experiences in journey level building, electrical and plumbing trades. Knowledge of National Electric Code, Plumbing Code, and Building Code; Knowledge of hazards and safety precautions of various trades. Knowledge of power and technical tool operation related to appliance repair and maintenance. Knowledge in installation and programming of security alarm system. Knowledge of occupational safety and health regulations and practices. Skill in safely working with potentially hazardous materials, chemicals, and supplies; confident in prioritizing and handling multiple assignments to complete assignment within reasonable time and in effective manner; maintains and repairs power and hand tools and equipment; establishes and maintains effective work relationships; welding skill proficiency required. Ability to read and work from blueprints, shop drawings, and sketches. Ability to learn relevant building, fire, and safety codes.

SENSITIVE POSITION

Incumbent must abide by program standards of conduct.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.